CHUCK E. CHEESE OPERATIONS HANDBOOK ADDENDUM

Effective August 1, 2022

This Addendum supersedes all previous employee handbooks/ addendums

ACKNOWLEDGEMENT
RECEIPT OF EMPLOYEE HANDBOOK ADDENDUM

I acknowledge and understand that CEC's Employee Handbook is comprised of the following 4 sections: Section 1 – Welcome, Key Points and the Basics, Section 2 – Benefits & Time Off, Section 3 – Safety, Security and Employment, and your specific location Addendum (collectively referred to as the "Handbook"). It is my responsibility to read, understand, and follow all the policies, practices, rules, and regulations explained in all Handbook sections and addendums effective on August 1, 2022.

I understand that if I fail or refuse to acknowledge all 4 Sections of the Handbook and the appropriate Addendum, I am still subject to the terms and conditions set forth in the Handbook.

I understand that this Handbook replaces all prior CEC (including Peter Piper Pizza) handbooks and personnel policies and procedures on the subject matter contained herein (but excluding CEC's Code of Business Conduct and Ethics, which is to be read together with this Handbook).

I understand that the policies contained in the Handbook are not intended to create any contractual rights or obligations. I further understand that CEC has the right to modify, amend, or withdraw any or all of the policies and procedures described in this Handbook at any time at its sole discretion.

I understand that it is my responsibility to keep abreast of policies, procedures, and benefit changes through CEC-approved shared drives, newsletters, and/or memos.

I understand and agree that my relationship with CEC is "at will," which means that my employment is for no definite period and may be terminated by me or by CEC at any time, with or without cause or notice, for any reason not otherwise prohibited by law.

This Handbook must be returned to CEC upon my resignation or the termination of my employment.

If Restaurant Location Employee:

- I acknowledge that I was given an opportunity to review the CEC Employee Handbook and instructions for obtaining a copy will be maintained in the restaurant for employees. I understand that if I have questions regarding specific information contained in the Handbook, I can contact my Manager and request a written copy of the information. If I have additional questions about the application or interpretation of any policies or practices, I may contact Human Resources.

If Support Center, RSC, or SPT Employee:

- I acknowledge that I have received a copy of the CEC Employee Handbook and have had an opportunity to ask any questions about the policies and practices described in the Handbook. If I have any additional questions about the application or interpretation of any such policies or practices, I will contact Human Resources.

Table of Contents

INTRODUCTION **3**

SECTION 1: EMPLOYMENT **4**
1.1 APPEARANCE STANDARDS 4
1.2 TELEPHONE/CELL PHONE USAGE 6

SECTION 2: TIMEKEEPING AND PAYROLL **7**
2.1 MEAL AND REST BREAKS 7
2.2 TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT 8
2.3 TELECOMMUNICATIONS RIMBURSEMENT 8
2.4 PERIOD OF INACTIVITY- Cast Members only 8
2.5 TIPPING 9

SECTION 3: EMPLOYEE BENEFITS **9**
3.1 VACATION 9
3.2 PAID SICK LEAVE 12
3.3 HOLIDAYS 14
3.5 EMPLOYEE MEAL DISCOUNTS IN RESTAURANTS 15

SECTION 4: SAFETY AND SECURITY **16**
4.1 GENERAL GUIDELINES 16
4.2 GENERAL SAFETY 16
4.3 INCLEMENT WEATHER 17
4.4 LOST & FOUND PROCEDURES 17

SECTION 5: MISCELLANEOUS WORKPLACE & **18**

ENVIRONMENT POLICIES & PROCEDURES **18**
5.1 DISCIPLINE AND CORRECTIVE ACTION 18
5.2 CAPITAL PURCHASES 19
5.3 CASH HANDLING 19

INTRODUCTION

This document is an addendum to the CEC Entertainment, LLC ("CEC") U.S. Employee Handbook to provide information concerning certain benefits, policies, and/or guidelines that pertain specifically to Chuck E. Cheese Operations Management & Cast Member employees. Neither this Addendum nor any other company guidelines, policies or practices creates an employment contract, bargain, or agreement, or confers any contractual obligations on your part or on the part of CEC. Nothing contained in this Addendum may be construed to imply a guarantee of employment for any specific period of time. To the extent any policy or statement in this Addendum conflicts with any applicable state or local law or regulation, the applicable law or legislation will prevail.

This Handbook applies to all CEC location employees. (except CA)

- Salaried (Exempt) Employees include: Area Directors, District Managers, all General Manager levels, Reginal and District Technical Managers and Field Marketing Specialists)
- Hourly (Non-Exempt) Employees include: Senior Assistant Managers, Assistant Managers, Technical Managers, Opening Coordinators, Tech in Development and Cast Members (including Assistant Tech, Opening Coordinators and Key Holders)

Information in this Addendum, as well as the CEC Employee Handbook, replaces all earlier information provided in CEC employee handbooks, and takes precedence over all earlier written and verbal descriptions of CEC's personnel policies, practices, and procedures that deal with the subject matter contained in this Addendum. CEC may revoke, supplement, modify its interpretation of or alter this Addendum as well as any other CEC guidelines, policies, practices, working conditions or benefits at any time with or without notice, in an individual case or generally. The most recent version of the applicable policy governs. You are expected to remain aware of policy updates through a review of bulletin boards, corporate memos, newsletters, SharePoint and Workday. Nothing in this Addendum should be construed as a promise of specific treatment in any specific situation upon which an employee should rely. Many matters covered by this Addendum also are described in separate official documents. These official documents always are controlling over any statement made in this Addendum or by any supervisor or manager.

All employees of CEC are employed "At-Will," and the Company reserves the right to discharge or terminate employees at any time, for any reason, or for no reason at all, provided the reason does not violate any law. Likewise, employees have the legal right to terminate their employment at any time, for any reason, or for no reason at all. CEC further reserves the right to change the compensation, duties, assignments, responsibilities, or location of an employee's job at any time, at its discretion, with or without cause. These rights may be modified, on an individual or collective basis, only in a written document signed by CEC's CEO.

Note: In addition to the policies in the CEC Employee Handbooks and Addendums, there may be additional State specific policies. Your Manager will review any additional policies during your orientation.
If you should ever have a question concerning any rule or policy, you may seek the assistance of your Supervisor or the Human Resources Department.

SECTION 1: EMPLOYMENT

1.1 APPEARANCE STANDARDS

It is CEC's policy to ensure our employees always present a professional appearance for our Guests. They should always be well groomed, neat and clean. Work attire should complement an environment that reflects an efficient, orderly and professionally operated organization.

Employees are required to follow all safety regulations and specific health code regulations regarding shoes and apparel for each work area.

For safety and security reasons, absolutely no changing will be allowed on CEC property before or after your shift. Moderation in dress and grooming are required as we are a family friendly restaurant / entertainment concept.

The following is a detailed explanation of the grooming and appearance standards required by CEC. Please remember, where required by law, CEC does allow reasonable changes to these standards to accommodate medical, religious, or cultural beliefs or any other practice or situation as protected by law. Any such accommodation must be reviewed and approved by your Human Resources Manager.

- **Personal Hygiene** - Employees must always be neat and clean in accordance with generally accepted personal hygiene standards. Hands must be clean at all times. Fingernails must be clean and trimmed. There must be no offensive body odor or excessive cologne/perfume.
- **Hair** - Hair must be clean, neatly styled and maintained for sanitary and business image reasons. Hair that is longer than shoulder length must be tied back. Sideburns must be trimmed and no longer than the bottom of the earlobe. Moustaches are to be neatly trimmed and no longer than the edge of the lip. Beards and goatees should be clean, neatly trimmed and must not pose a safety risk. All employees with facial hair handling food or beverages in any way are required to wear a beard netting covering the beard or goatee. Facial hair is not allowed if it is prohibited by the local health department. Nothing herein is intended to deny any person a protected accommodation under provincial and federal law.
- **Makeup/Nail Polish** - Makeup is to be limited and conservative. Nails should be clean and well maintained. Nail polish is not allowed if it is prohibited by the local health department.
- **Jewelry and Body Piercings** - Due to safety and health conditions, no excessive jewelry can be worn.
    - A maximum of one necklace inside the shirt, one watch per arm and one ring on each hand may be worn.
    - While working, ear piercings must be stud/post type no more than two per ear. Due to safety concerns, no earrings or piercings may be of the hoop or dangling nature.
    - Ear gauges are allowed but cannot exceed the size of a dime (approximately 10 mm) and must have a flesh-colored plug.
    - One **small** nose stud is allowed (no septum piercings or rings). No other visible pierced jewelry or body adornments are allowed, including tongue studs.

- **Cast Member Shirts –** Short or long-sleeved, solid red, navy blue or black Polo style shirts must be worn. No logo or writing is allowed on the front or back of the shirt. Shirts must cover the shoulders and midriff and be tucked into pants unless an accommodation has been granted. Short-sleeve shirts may be worn over long-sleeve shirts, as long as both shirts are of the same color.
- **Cast Member Sweater or Sweatshirt** - During colder weather, Cast Members located at Kid Check or the Order Counter may wear a white, red, black, or blue cardigan sweater, or sweat top without hood. No logos or writing allowed on front or back. The CEC lanyard must be worn outside the garment and must be visible to our guests.
- **Cast Member Pants** - Clean, properly sized dark blue denim jeans, or flat front or pleated style blue or black khakis, no decorative stitching or sequins, no holes, no frays, no sagging, no rolled pant legs. No shorts, jeggings or leggings. The pants must be the appropriate size and length. No Cargo style pants are allowed. Conservative style pants must be worn. A brown or black leather style belt must be worn if belt loops are present.
- **Cast Member Socks / Shoes –** Always wear socks or hosiery. For personal safety, shoes must have a closed toe and a flat, closed heel with as much coverage of the top of the foot as possible. Shoes must be labeled as slip resistant. **Any CEC employee who fails to wear compliant slip resistant shoes will not be permitted to work his/her shift. Hourly employees will be sent home without pay, to the maximum extent permitted by applicable law.**
- **Tattoos** - Visible tattoos on face and neck are not allowed. Other visible tattoos are allowed provided they don't contain obscene, profane, racist, sexual, or objectionable words or imagery. However, visible tattoos that are part of sincerely held religious beliefs will be accommodated, unless accommodating would cause the Company undue hardship. You are required to cover any impermissible tattoos with clothing compliant with our Dress Code (like long-sleeve shirts, pants, turtlenecks) or concealing makeup. Due to hand-washing requirements, there are no acceptable methods for covering inappropriate hand tattoos, including bandages, makeup or foodservice gloves.
- **Chewing gum** is not allowed at any time while on duty.
- **Hats –** If required by local health department, CEC-issued hats, or hairnets must be worn by all Kitchen Cast/Team Members. They should be clean, well maintained and be forward-facing. No other hats are allowed.
- **Operations Management Shirts**

    - Option 1 – Long-sleeved dress shirt in white, solid light colors, or business stripes. No sheer fabrics are permitted. These shirts must be clean, wrinkle resistant, and in good repair. Shirts must cover the shoulders and midriff and be tucked into pants unless an accommodation has been granted. Neckwear is not required.
    - Option 2 – A Company logo shirt as shown in the Manager Uniform Catalogue. These shirts are available for purchase or are awarded at certain Company events. All of these options must be clean and in good repair. Shirts must cover the shoulders and midriff and be tucked into pants unless an accommodation has been granted.

- **Operations Management Pants** - Dress slacks that are professional looking, clean, wrinkle resistant, and in good repair. A brown or black conservative belt must also be worn when pant belt loops are present.

- **Operations Management Shoes** - Professional, dark color, leather type and closed toe is required. For safety reasons, employees are not permitted to wear platform shoes, sandals, moccasins, construction/Doc Marten style shoes/boots, or shoes with heel heights of 3" or more. Shoes that are labeled as slip resistant must be worn. Clean, coordinated and conservative socks or hosiery/panty hose are to be worn.
- **Lanyards** - Lanyards with your name tag must be worn at all times. These are both CEC issued.
- **Friendly Demeanor and Smile** - This is the most important part of our appearance standards! Smile and show our Guests your pride and that you are happy and having fun!

[Revised 6/2022]

1.2 TELEPHONE/CELL PHONE USAGE

You are to answer company telephones with a welcoming and friendly voice! Telephones should be answered within 3 rings using an appropriate greeting, and you should speak slowly enough to be understood; the handling of a call should not be rushed.

Appropriate greetings include but are not limited to: "It's a great day to be at Chuck E. Cheese. My name is (your name); how may I help you?"

Personal Telephone Calls

Although we realize it is necessary from time to time to receive and place personal phone calls, personal calls are often disruptive and take your attention away from your work duties. You should make personal phone calls during meal periods, on rest breaks, or before or after your work shift. If you are on a personal phone call, you must end the call if you receive a business call or are needed by another employee for business purposes. Excessive personal phone calls may result in disciplinary action up to and including termination of employment.

Personal Cell Phones

Cell phones are often disruptive and take attention away from work duties. Therefore, you are prohibited from using personal cell phones while working unless absolutely necessary, otherwise authorized, or as protected under section 7 of the National Labor Relations Act. Personal phone calls and text messaging should always be made during meal periods, rest breaks, or before or after your work shift, if possible. CEC is not responsible for any cell phones stored by employees on its premises.

CEC does not have any expectation that operations employees use personal cell phones for business purposes while at work. Any use of personal cell phones for business purposes outside of your work hours is not mandatory and should be limited to emergency situations. If you need to use your personal cell phone for business purposes, you must get approval in advance from your manager. Please refer to the Travel and Business Expense Reimbursement and Personal Cell Phone and Internet Services Policies for information regarding reimbursement for business use of personal cell phones. CEC is not responsible for any cell phones stored by employees on its premises.

SECTION 2: TIMEKEEPING AND PAYROLL

2.1 MEAL AND REST BREAKS

CEC believes that employee meal and rest breaks are important to Company productivity and employee health. Therefore, CEC will provide employees with ample time for meal and rest breaks. These break periods will be scheduled in accordance with federal, state, and/or local laws, where applicable. Employees in states that have no specific requirements for meal and rest breaks will abide by the guidelines set forth in this Policy.

Taking required breaks when scheduled, recording the beginning and end of breaks at the register, and returning from breaks on time are all important components of this Policy. Failure to comply with any of the requirements stipulated in this Policy is a serious violation of Company Policy, and it is strictly prohibited. Such violations may result in disciplinary action up to and including termination of employment. Salaried Managers receive a meal break of a minimum of 30 minutes to be taken during non-peak times. Meal breaks are taken when the shift can be covered by a fellow Manager or Cast/Team Member. Salaried Managers may also take a brief rest break when business and shift coverage permit.

Hourly Manager & Cast Member meal and rest breaks are based on the number of hours worked on that day, availability of coverage, and other business necessities. At CEC restaurants, meal and rest breaks will be scheduled by the General Manager or Manager on Duty, and the employees are expected to take these breaks as scheduled.

Many states have specific meal and rest break laws that must be followed. Please check with your supervisor to understand the specific meal and rest break laws in your state.

If your state doesn't have a meal/break law, CEC's Policy is as follows:

- For every 4 hours of work per day, a paid 10-minute rest break will be available.
- Additionally, a 30-minute unpaid meal break will be available when you work over 5 hours per day.
- If you are working more than 10 hours per day, a second 30-minute unpaid meal break will also be available.

Employees must take their full break time and return promptly from their breaks. This ensures that other employees have the opportunity to take their breaks and that operations are maintained without interruption.

Meal and rest breaks should be taken at reasonable intervals and cannot be saved to the end of the workday to leave early. Meal breaks of less than 20 uninterrupted minutes, even if employees have been relieved of all duties, are to be paid and should be recorded as such.

[Revised 6/2022]

2.2 TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

CEC will reimburse employees for reasonably incurred expenses for business purposes that are covered under this Policy. Examples of such expenses include meals, lodging, transportation, mileage, baggage fees, airport parking, rental cars and taxis. Business travel must be approved in advance by your supervisor. Expenses for capital purchases or for vendor invoices will not be reimbursed, but instead these types of invoices must be submitted in Workday for processing. If you have any questions or concerns about which expense will be reimbursed, please refer to this Policy and/or ask your supervisor before incurring such expense. All incurred expenses must be in line with CEC's Code of Conduct, and receipts must be electronically attached to your expense report and submitted via Workday. Credit card statements and/or bank statements do not qualify as a valid original receipt and will not be accepted. All expense reports must be submitted within 90 days of incurring the expense, using the Expense Report worklet in Workday. Expenses incurred over 90 days before submission will be routed for approval to the Controller, and CEC may refuse to reimburse to the extent allowed by state law. Expense reimbursements are processed by the Accounts Payable Department.

2.3 TELECOMMUNICATIONS RIMBURSEMENT

Employees should refer to the Personal Cell Phone & Internet Services Policy for more information regarding eligible charges, reimbursement cap levels/limits, equipment/technical support, safety, contract cancellation fees, and other pertinent information.

2.4 PERIOD OF INACTIVITY- Cast Members only

If you are not on an approved leave of absence or approved time off, or otherwise have no hours worked within a 21-day time, period you are considered to have voluntarily ended your employment. If you are voluntarily terminated/resigned due to a period of inactivity/break in service, you are eligible to be rehired, subject to position availability.

2.5 TIPPING

The services that we provide to our guests are performed without expecting, requesting, or soliciting tips (monetary or otherwise) from the guest. Therefore, you must not solicit, request or imply to a guest that you should receive a tip for services. If, however, you accept a tip contrary to this policy, you are solely responsible for reporting the tip and paying the requisite taxes in accordance with applicable law. Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

SECTION 3: EMPLOYEE BENEFITS

3.1 VACATION

It is the policy of CEC to provide paid vacation time as a benefit to eligible employees to allow those employees the opportunity for rest and relaxation. Full-time employees, as described in CEC's "Full-time/Part-time Classification" Policy, will earn vacation every pay period based on their job class/group, hours worked, and length of service with CEC.

Vacation allowance is accrued based upon the number of hours worked. The maximum vacation that can be earned annually is based on your length of service with CEC, as described below.

Part-time employees do not earn vacation time unless required by state or local law.

Operations Management – Salaried (including RVP, Regional & District Techs, AD, DM, Field Marketing Specialists, All GM levels)

Length of Service	**Vacation Hours Accrued per Hour Worked**	**Maximum Total Accrual Cap***
Beginning of 1st pay period through completion of five (5) years of service	0.0385	120 hours
Beginning of six (6) years of service through completion of 15 years of service	0.0577	160 hours
Beginning of sixteen (16) years of service and beyond	0.077	200 hours

*Vacation maximum accrual cap is based on 40 hours per week.

Operations Management – Senior Assistant Managers

Length of Service	Vacation Hours Accrued per Hour Worked	Maximum Annual Accrual*	Maximum Total Accrual Cap*
Beginning of 1st pay period through completion of five (5) years of service	0.0385	100 hours	150 hours
Beginning of sixth (6th) year of service through completion of fifteen (15) years of service	0.0577	150 hours	200 hours
Beginning of sixteenth (16th) years of service and beyond	0.077	200 hours	250 hours

* Vacation maximum annual accrual and cap are based on 50 hours per week

Operations Management –Assistant Managers

Length of Service	Vacation Hours Accrued per Hour Worked	Maximum Annual Accrual*	Maximum Total Accrual Cap*
Beginning of 1st pay period through completion of five (5) years of service	0.0385	80 hours	120 hours
Beginning of sixth (6th) year of service through completion of fifteen (15) years of service	0.0577	120 hours	160 hours
Beginning of sixteenth (16th) years of service and beyond	0.077	160 hours	200 hours

* Vacation maximum annual accrual and cap are based on 40 hours per week

Operations Management – Hourly Technicians (Technical Managers)

Length of Service	Vacation Hours Accrued per Hour Worked	Maximum Annual Accrual*	Maximum Total Accrual Cap*
Beginning of 1st pay period through completion of five (5) years of service	0.0385	90 hours	135 hours
Beginning of sixth (6th) year of service through completion of fifteen (15) years of service	0.0577	135 hours	180 hours
Beginning of sixteenth (16th) years of service and beyond	0.077	180 hours	225 hours

* Vacation maximum annual accrual and cap are based on 45 hours per week

Opening Coordinators, Assistant Tech, Tech in Development, Key Holders & Cast Members

Opening Coordinators, Assistant Tech, Tech in Development, Key Holders and Cast Members who have completed at least one (1) year of active full-time employment (regular work schedule of 35 hours or more per week) are eligible to receive paid vacation time as is accrued and up to the maximum cap. Their work hours will be reviewed quarterly to determine vacation eligibility. Vacation allowance is accrued based upon the number of hours worked. The maximum vacation that can be earned annually is based on your length of service with CEC, as described below. ***Part-time employees (less than 35 hours/week) do not earn vacation time unless required by state or local law.***

Length of Service	**Vacation Hours Accrued per Hour Worked**	**Maximum Total Accrual Cap***
1 - 9 years	0.0385	120 hours
10+ years	0.0577	160 hours

Regular work hours, vacation, paid holidays, jury, and witness duty, and paid sick time *are* included for the purpose of determining vacation accrued. Employees will *not* accrue vacation during paid or unpaid leaves of absence.

Vacation Rules Applicable to All Eligible Employees

The following are specifications regarding vacation:

- Vacation may only be taken once it has been accrued and cannot be advanced to the employee.
- Employees on a leave of absence (LOA) will not accrue vacation time. Accrual ends on the first day the employee is placed on inactive status and does not begin to accrue again until the employee is placed back on active status and returns to work.
- Vacation may be taken in minimum increments of 0.5 hours.
- Vacation pay is calculated at the employee's regular rate of pay and does not include overtime.
- Vacation cannot be used for or during normal scheduled days off.
- Vacation is paid at the employee's rate of pay or salary at the time the vacation is taken.
- Unused accrued vacation may be carried over from one calendar year to the next up to the Maximum Total Accrual Cap. Employees may not 'cash out' their unused accrued vacation at the end of the calendar year.
- Employees will stop accruing when they have reached the Maximum Total Accrual Cap for their tenure level. Employees will not continue to accrue vacation until some of it has been used, bringing the balance down below the cap/limit.
- Employees who have accrued vacation, and later change to a position within CEC that has a lower vacation accrual cap, shall maintain their unused accrued vacation. However, no new vacation may be earned until the balance drops down below the new accrual cap. Employees who transfer to a position ineligible for a vacation benefit shall maintain their unused accrued vacation.

- Upon termination of employment, any unused accrued vacation up to the Maximum Annual Accrual based on tenure will be paid to the employee with his/her final paycheck, if they provide and work through a two week notice and if their termination is not for cause. Any remaining unused accrued vacation will be forfeited. Only in states where required, upon termination of employment, any unused accrued vacation up to the Maximum Total Accrual Cap based on tenure will be paid to the employee with his/her final paycheck.
- Employees who are rehired should refer to the "Service Credit for Rehired Employees" Policy for details regarding adjustments to service dates.

Except in cases of emergencies due to extenuating circumstances, the employee should schedule vacation requests with his/her supervisor and submitted in Workday at least 30 days in advance. Employees may be asked to choose alternate vacation dates if the work schedule does not permit for such absence.

Exempt employees who work any part of a workday are paid for the entire day as required under the FLSA. In the event an exempt employee must take a full day of unpaid time off due to lack of vacation accrual the supervisor must submit an email to Payroll to request this unpaid time off.

You may reside in a state that has specific laws regulating vacation time and pay that may differ from the language above. CEC is committed to fulfilling its obligations under all applicable federal, state, and local laws governing the workplace. Please consult your state-specific Handbook Supplement or contact Human Resources if you have questions regarding vacation benefits in your specific state.

[Revised 6/2022]

3.2 PAID SICK LEAVE

Full-time Chuck E. Cheese Operations Managers, as defined in CEC's "Full-Time/Part-Time Classification" policy, are eligible to earn paid sick leave. ***Part-time employees do not earn paid sick leave unless required by state or local law.*** Please check your communication bulletin board for any paid sick leave requirements. If your state or local municipality does not have specific paid sick leave laws, please refer to the chart below.

Earning Schedule*			
Waiting Period	**Accrual Rate**	**Maximum Accrual Cap**	**Calendar Year Rollover Max.**
Beginning of 1st pay period	.0192 per hour worked	50 hours	20 hours

*Superseded by State and Local sick pay laws.

Paid sick leave may be taken in minimum increments of 0.5 hours, unless otherwise allowed by applicable law.

Employees may use paid sick leave for the following reasons:

- For you or a family member for preventive care, care of an existing health condition or
- If you are a victim of domestic violence, sexual assault or stalking
    - to obtain or attempt to obtain a temporary restraining order, restraining order or other injunctive relief;
    - to help ensure the health, safety or welfare of the victim or the victim's child;
    - to seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
    - to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
    - to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
    - to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.
- School Meetings: meetings at the employee's child's school or place of care related to the child's health or disability
- Any other reason required by applicable law.

Preventive care includes things such as annual physicals/examinations or flu shots.

"**Family member**" means an employee's spouse or domestic partner, or a person related to the employee or the employee's spouse or domestic partner as: (a) a biological, adopted, or foster child, stepchild, legal ward, or child for whom the employee stands in loco parentis; (b) a biological, foster, step, or adoptive parent or legal guardian, or person who stood in loco parentis when the employee was a minor child; (c) a grandparent; (d) a grandchild; (e) a biological, foster, step, or adopted sibling; (f) spouse or domestic partner of a family member; or (g) an individual whose close association with the employee or employee's spouse or domestic partner is the equivalent of family.

The following are specifications regarding paid sick leave to the extent permitted by applicable law:

- Paid sick leave is paid at your current hourly rate of pay or wage and is not counted as hours worked for purposes of calculating overtime.
- Any earned unused paid sick leave remaining upon termination, resignation, or separation from CEC for any reason, will not be payable to the employee (unless required by state law).

If your paid sick leave balance has been exhausted, absence for the above stated purposes will be without pay, unless you have any other paid time off available.

To request paid sick leave, you must log into your employee Workday account to submit a request. Requests for paid sick leave must be approved by your immediate supervisor or a delegated manager for payroll processing.

If the need for paid sick leave is foreseeable, such as a planned doctor visit, you must provide notice to your supervisor as soon as you are aware of the need. If you cannot provide advance notice of the need because of a medical emergency or sudden illness, you must notify your immediate supervisor before

the beginning of your work schedule or shift or as soon as practicable if you are already at the workplace. If the leave is unforeseeable, your supervisor can submit a request for paid sick leave on your behalf.
If you are absent from work due to illness (your own or that of your family member) or if there are questions about your use of paid sick leave, you may be required to do one of more of the following:

- Provide a health care provider note as a condition for you to receive paid sick leave;
- Undergo a physical examination, by a physician selected and paid for by CEC, to determine your fitness to return to duty; or
- Obtain a health care provider certification stating that you can safely perform all of the essential duties of your position, with or without reasonable accommodation, before you are allowed to return to work.

If you are out for more than 3 consecutive shifts due to illness (whether your own or of an eligible dependent), you must contact the Company's leave administrator for an approved leave of absence.

The Company is committed to fulfilling its obligations under all applicable federal, state, and local laws governing the workplace. If you reside in a state that has specific laws regarding sick leave/pay that differ from the provisions stated above, the state and/or local laws will control. Please contact your Human Resources representative with any questions.

[Revised 6/2022]

3.3 HOLIDAYS

CEC observes various holidays each year. The CEC holiday schedule, which may be subject to change, is published in advance each year to provide the dates for holiday observance. This benefit will differ for employees throughout the Company due to the unique nature of the business. Your General Manager, Area Director, District Manager or Human Resources Department will provide you with information regarding holiday pay.

The following are the holidays currently observed by CEC for Operations Management:

- Thanksgiving Day
- Christmas Day

[Revised 6/2022]

3.5 EMPLOYEE MEAL DISCOUNTS IN RESTAURANTS

Operations Management

While on-duty, Operations Managers (Sr GM, GM, SAM, Ast Mgr, Sr Tech, Tech Mgrs., Ast Tech) and Opening Coordinators (also including Key Holders, Team 2 & Birthday Coordinator) may receive a 100% discount on one (1) meal per shift (5-10 hours) when working in the restaurant. They may also receive a second meal if they work over 10 hours in one day.

- Maximum discount per meal is $20 (retail value = $20), plus they receive free soft drinks.
- The "Manager Meal" or "Opening Coordinator Meal" keys on the POS system must be used to record the respective transaction, and the Manager or Opening Coordinator must swipe his/her card or type his/her password into the POS system to validate the transaction.
- The receipt for the meal should be filed in the daily paperwork envelope and signed by the Manager or Opening Coordinator taking the meal.

While off-duty, Operations Managers and Opening Coordinators may receive a 50% discount on food and non-alcoholic beverages purchased for themselves and their immediate family members.

- Maximum discount is $50 (retail value = $100).
- *This discount may only be used for groups of no more than 6 people, including the employee.*
- This discount will not be given more than once per week.
- The "Off-Duty Manager Meal" or "Off-Duty Opening Coordinator Meal" key should be used to record the transaction.

Cast Member

- Cast Members may receive a 50% discount on 1 meal during each shift (up to 10 hours) worked. If you work more than 10 hours in a day, you may receive 2 meals at the 50% discount.
- Maximum discount per meal is $10.00 (retail value = $20), plus you will receive free soft drinks.
- The appropriate discount key on the POS system must be used to record the transaction, and the Manager on Duty must provide approval by swiping his/her card or typing his/her password into the POS system to validate the transaction.
- You may <u>not</u> ring up or make your own meals.

[Revised 6/2022]

SECTION 4: SAFETY AND SECURITY

4.1 GENERAL GUIDELINES

CEC is committed to fulfilling its obligations under all applicable federal, state, and local statutes and regulations governing the workplace. CEC strives to provide a safe and secure work environment for all employees. Our safety and security policies and programs are described in detail in the ***Safety and Security Program & Crisis Response Manual***. A copy of the Manual is available for your review at all CEC locations. In addition, your supervisor and/or managers should ensure that you are properly trained in our safety and security procedures, that you consistently follow all safety rules, and that you use personal protective equipment as required.

For safety reasons, employees are not permitted to wear platform shoes, sandals, moccasins, construction/Doc Marten style shoes/boots, or shoes with heel heights of 3" or more. Shoes that are labeled as slip resistant must be worn. Any CEC employee who fails to wear compliant slip resistant shoes will not be permitted to work his/her shift.

You have a personal responsibility to prevent accidents. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. Your responsibilities include, but are not limited to, the following:

- Incorporate safety into every job procedure; no job is done efficiently unless it has been done safely;
- Know and obey safe practice rules; read all monthly safety posters and warnings; listen to instructions carefully;
- Know that disciplinary actions may result from a violation of the safety rules;
- Report all injuries immediately no matter how minor the injury may be;
- Caution fellow employees when they perform unsafe acts;
- Ask questions when there is any doubt concerning safety;
- Report all unsafe conditions or equipment to the Manager on Duty;
- Attend all CEC-sponsored training and safety meetings; and
- Ask your supervisor to explain any rules that you do not understand, and remember, we encourage safety suggestions.

You are required to follow and support these guidelines, and the guidelines, policies, and procedures outlined in the **CEC *Safety and Security & Crisis Response Manual***. Failure to follow these guidelines (including improper use of safety equipment, improper lifting, engaging in horseplay, etc.) may result in disciplinary action up to and including termination of employment and/or the denial of Workers' Compensation benefits in the event of an injury.

4.2 GENERAL SAFETY

We have developed a Security Program to be followed by all Managers and Cast/Team Members. Please refer to the *Safety/Security Program & Crisis Response Manual* for the details of this program. You will review the program during your orientation. The following are security procedures that must always be followed to ensure your safety and the safety of your co-workers.

- No one is allowed to be in the location alone. The closing manager will leave the building with at least one other person.
- Please park in the designated parking area. You must lock your vehicle and take care that valuables are not left on display as a temptation for a potential thief. CEC is not responsible for damage to or theft of your vehicle, or for any personal effects in your vehicle. If you are leaving the building after dark, ask someone to walk with you to your vehicle or watch you reach your vehicle safely. Always have your keys ready to allow quick entry into your vehicle. Immediately report any suspicious activity to the Police Department.
- If you find articles that Guests or employees have left behind (including money, travelers checks, and cell phones), take them immediately to the General Manager or Manager on Duty. Failure to turn in a lost item will lead to disciplinary action up to and including termination of employment.

Do not bring your personal valuables to work. Normally, there is not a "secure" place for you to store your personal belongings. CEC is not responsible for the loss or theft of items that you bring to work.

4.3 INCLEMENT WEATHER

CEC is committed to ensuring the safety and well-being of our employees. It is the policy of CEC to remain open during most periods of inclement weather to provide support to our employees and Guests; however, the Company will monitor travel conditions and may make modifications to work schedules as necessary. CEC will comply with any applicable state laws regarding attendance at work or pay for inclement weather that are inconsistent with these policies.

If your work location is open, you will be expected to report to work. However, you must observe weather conditions in your area and decide whether it is unduly hazardous to attempt to drive to work when weather/road conditions are severe. We do not expect anyone to take unreasonable risks attempting to drive to work. As you are provided an option to remain at home during inclement weather or bad road conditions, CEC will not be responsible for any personal injuries or property damage if you attempt to arrive at work. You should use your best judgment in deciding whether it is reasonable to attempt to get to work.

If you are a non-exempt employee, and you do not report to work due to weather conditions when your work location is open, you will have the option to take either an unpaid day or an earned vacation day, if available. In the event your work location is closed, opens late, or closes early due to weather, you will be paid only for time worked, except as otherwise required by state laws regarding reporting pay.

4.4 LOST & FOUND PROCEDURES

- Articles left behind by Guests or employees in the restaurant (including money, travelers checks, and cell phones), must be taken immediately to the General Manager or Manager on Duty. The General Manager or Manager on Duty must be informed of the exact location and time the article was found. Failure to turn in a lost item will lead to disciplinary action up to and including termination of employment.
- The lost item(s) must be secured in the restaurant safe or office, which is required to be secure at all times.

- All items received, whether valuable, non-valuable or perishable, should be recorded in the Red Book and signed by receiving Manager on Duty.
- The record should contain a short description of the item, the place where the item was found, date, name of the person who found the item, name of the person who reported the item (if different than the person who found the item), name of the person receiving the item to log on the register, name and date of phone calls from guests inquiring about an item, name of guest retrieving the item and date the guest retrieved the item.
- If a guest contacts the restaurant to inquire about a lost item and the item has been located, please ask for the guest's name so you can verify that the person who picks up the item is the same as the person who called the restaurant. The date of the call and the guest's name should be recorded on the log.
- If a guest leaves a bag or backpack, each item in the bag or backpack should be inventoried on the log.

Valuable items (For example, jewelry, mobile and electronic devices, wallets, bank cards, cash, headphones/earbuds, eyewear, etc.):

- Most valuable items are kept for a period of 3 months.
- If there is no response from the guest, the item must be donated to charity.
- Exception: Bank cards must immediately be destroyed (cut or shredded, not thrown in the trash).
- Cell phones should be disposed in an approved collection center (i.e., Best Buy).

Non-valuable items (For example, keys, toys):

- These items are kept for 3 months.
- If there is no response, items must be donated to charity or discarded if the item cannot be used by any charity.

Perishable items:

- Perishable items are kept for 3 days.
- Discard if not retrieved in 3 days.

SECTION 5: MISCELLANEOUS WORKPLACE & ENVIRONMENT POLICIES & PROCEDURES

5.1 DISCIPLINE AND CORRECTIVE ACTION

Managers must follow progressive discipline unless circumstances warrant taking more severe action. Managers must use the Corrective Action Notice form, which is obtained from your Human Resources representative, to document all discipline. A decision to involuntarily terminate an employee may be made only after consultation with Human Resources unless the termination involves the threat of or actual workplace violence. When circumstances allow, a second manager should accompany the employee's supervisor during a discharge meeting to act as a witness.

5.2 CAPITAL PURCHASES

Purchases of equipment must be approved and authorized with a Capital Spending Authorization form before the expense is incurred where the cost of the equipment exceeds the dollar value as established by CEC. Please review the "Capital Expenditure" Policy for the dollar value threshold and other details regarding capital purchases.

5.3 CASH HANDLING

The handling of cash at a store is a critical and serious responsibility for each Manager. Managers are responsible and accountable for overseeing the cash handling procedures in their stores and taking the actions defined below to ensure compliance. Failure to follow these established procedures may result in disciplinary action up to and including termination of employment.

- Cashiers are responsible for verifying and counting the drawer amount assigned to them at the beginning and at the end of their shift. Managers must ensure cashiers verify and count the drawer amount assigned to them at the beginning and at the end of their shift. They must not allow anyone other than the assigned cashier to operate their drawer. Any overages or shortages incurred must be communicated to the Manager on Duty immediately. Cashiers may be removed from the register for overages or shortages. Cashiers may not replace any shortages with their own money. These types of incidents will be handled as performance issues.
- Cashiers have an assigned access number that must not be shared with anyone – including any Manager. Access numbers should be memorized, and no written numbers or swipe cards should be left where others can obtain them. Cashiers should not use swipe cards or access numbers that are assigned to other employees for any reason.
- Managers have an assigned swipe card that must not be shared with anyone – including the District Manager/Area Director or Regional Vice President. Managers must always keep the swipe card on their person and should never place it where someone else can access it.
- Cashiers may only open the drawer assigned to them and must ensure they properly close it after each use. When a cashier walks away from their screen, they should close it down to prevent others from using the register.
- Other than the Manager on Duty, no one is authorized to open a cash drawer that is not assigned to them. However, the Manager on Duty may only open a cashier's register when the **cashier is present.** Also, the **cashier must remain present while the Manager on Duty counts his/her drawer at the end of the shift.**
- Managers must first give approval before a cashier can accept $50 and $100 bills. Managers must also ensure that these bills are marked with a counterfeit pen to determine that they are genuine and not counterfeit. Likewise, cashiers must request approval from the Manager on Duty before accepting $50 and $100 bills. Also, cashiers must mark these bills with a counterfeit pen to ensure they are genuine and not counterfeit.
- Each Cash Drawer should only have a maximum of $100 in $20s at a time. It is essential that employees/ managers drop excess $10's and $20's into drop safe.
- All other 20's needs to be dropped immediately. $50- and $100-Dollar bills must be approved by a manager and go into the drop safe immediately.
- Voids, refunds, and re-opened checks may only be performed by Opening Coordinators and Managers. These actions must be performed immediately upon request by a cashier. They cannot be held until the time is more "convenient." Cashiers must ensure original receipts and/or invoices

are signed by the Manager on Duty before ringing it up on the register. The register printout and original documentation must also be signed by the cashier and maintained in the register drawer.

- Managers making a cash payout must provide an original receipt and/or invoice with their signature. The Cashier should ring up the cash paid out on the register and attach the cash paid out register slip to the original documentation. The manager presenting the receipt for reimbursement should sign the cash paid out register slip to approve the transaction.
- No employees are authorized to take money out of the safe or drawers other than to conduct CEC business and then only with proper access and authorization. Taking money for reasons other than to conduct Company business is considered theft, even with the intention of replacing the money later. Cash advancements for employees are not authorized.
- Managers notified of any overages or shortages must attempt to resolve the variance.
- Any employee/ manager who is short or over more than $10.00 in one day is written up by the Manager on Duty. Employee/ managers who are short or over more than $10.00 in any one work week will be removed from the registers for one week. If it happens again, then they is permanently removed, unless management can resolve the variance to their satisfaction.
- Also, no one can force or request a cashier/ manager to replace any shortage with their own money. These incidents are to be handled as performance issues.

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